

TOWN OF CHEVY CHASERECORDS MANAGEMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NUMBER:

M-170

PAGE 1 of 3

Town of Chevy Chase**Municipal Government**

Item No.	Description	Retention
1.	ACCOUNTING RECORDS A. General Accounting Records Bankbooks, Statements and Deposit Receipts Cancelled Checks, Check Copies/Stubs Paid Bills and Invoices Periodic Financial Reports Reconciliation and Trial Balance Sheets Receipt and Disbursement Journals Withholding Tax Forms and Statements B. Special Accounting Records General Ledger Reports of Audits C. Budget and Fiscal Planning Records Budget Estimates Budget Papers and Work Sheets Material and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies D. Payroll Accounting Payroll and Check Register Payroll Exceptions Time Report Leave Records	 Retain for five (5) years and until all audit requirements have been fulfilled, and then destroy. Retain permanently. To be offered to the Maryland State Archives periodically. Retain for five (5) years and until all audit requirements have been fulfilled, and then destroy. Retain for five (5) years and until all audit requirements have been fulfilled, and then destroy.

Schedule Approved by Department
Agency, or Division Representative2-5-04 Tor O. Haffner Town Mgr.

Date

Signature

Title

Schedule Authorized by
Hall of Records Commission

MAR 05 2004

Date

State Archivist

TOWN OF CHEVY CHASERECORDS MANAGEMENT
RECORDS RETENTION AND DISPOSAL SCHEDULESCHEDULE NUMBER:
PAGE 2 of 3**M-170**

Item No.	Description	Retention
2.	ADMINISTRATIVE FILE Copies of contracts, insurance policies and documents relating to the administration of the Town of Chevy Chase.	Retain for five (5) years after the expiration and until all audit requirements have been fulfilled, and then destroy.
3.	GENERAL FILE Subject arrangement of original incoming letters, copies of outgoing letters, agendas and minutes of committee meetings, memorandums, reports, studies, surveys, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous papers	<p>Screen annually destroying material no longer needed for current business.</p> <p>Committee minutes and staff reports retain for three (3) years, and then destroy.</p> <p>Directives, policies, surveys and other material related to the planning and policy that illustrate the development of the Town retain permanently. To be offered to the Maryland State Archives periodically.</p>
4.	BALLOTS Actual ballots cast in the annual Town election.	Retain for 6 months after the election, and then destroy.

TOWN OF CHEVY CHASE

RECORDS MANAGEMENT

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NUMBER:

M-170

PAGE 3 of 3

Item No.	Description	Retention
5.	MINUTES, LEGAL AND ORDINANCES Administrative, legislative, and legal opinions from which the Town Council takes appropriate action. Included: minutes of Council meetings, charter, ordinances, resolutions, oaths of office, zoning information, variances, right-of-way use agreements and building permits.	Retain originals permanently. To be offered to the Maryland State Archives periodically.
6.	PERSONNEL FILES Alphabetical arrangement containing the history of each employee actively employed with the town government. Included in the file are applications, letters of recommendation, salary changes, performance evaluations, correspondence, citations, disciplinary actions, training records, medical information and resignations.	Retain until termination of employment and for (3) years thereafter, and then destroy.
7.	HISTORIC DOCUMENTS Collection of oral histories, historic and special events photographs, histories of architectural styles and houses, essays about life in the Town, genealogies of Town residents	Retain permanently. To be offered to the Maryland State Archives periodically.